

0510.12 Procuring Office Supplies

Issued March 21, 1997

SUBJECT: Procuring Office Supplies.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To specify the policies and procedures for procuring office supplies.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of Purchasing (OOP)

TELEPHONE: 517/373-0330

FAX: 517/335-0046

SUMMARY: An office supply distributor will warehouse and distribute office supply items to State agencies. All office supply items are to be ordered from the distributor by State agencies.

A catalog listing all items available from the distributor is provided to all State agencies, with catalog updates distributed on a quarterly basis. Call the distributor to see if they can furnish office supply items not listed in the catalog, prior to purchasing from other sources.

APPLICABLE FORMS: Office supply order form.
Packing slip.
Summary billing.

PROCEDURES:

Preparing orders for the distributor:

- There are two methods of ordering -- telephone and facsimile. If the order is placed by telephone, agency will receive an invoice number at the time the order is placed. If order is by facsimile, the agency will not receive a confirmation of the order other than the standard facsimile confirmation indicating that the transmission was successful.
- Orders placed by 5:00 p.m., in most cases, will be delivered the next day in most of the Lower Peninsula. Two-day delivery is standard for locations in the northeastern portion of the Lower Peninsula and the Upper Peninsula. Special order items may take longer.

Receiving orders from the distributor:

- Each order will be packaged in its own box. Each box will contain a packing slip. If an item is out of stock and on backorder, the packing slip will reflect this as well as the date when the backordered item is expected to be shipped.
- Any discrepancy of an order should be telephoned to the distributor immediately upon receipt of the order.

Returns to the distributor:

- The distributor is responsible for processing returns for credit of office supply items which have been delivered.

- To request a return of an item, the agency should contact the distributor. The distributor shall arrange for pick-up of the item and credit the agency's account.
- Full credit is given for all returned items as long as the item is returned within 60 days, has not been used, is in its original packaging, and is in resalable condition. If an item is received by the agency in damaged condition, full credit will be given to the agency.
- If an agency would like a replacement item for the returned item, the agency would need to reorder the desired item.

Billing/Payment:

- Agency will receive a summary billing from distributor each month indicating all purchases and credits made during the month. Terms for payment are net 10 days after receipt of summary billing.
- Agency shall issue direct voucher to distributor for payment. Agency shall use 615-73 as the commodity code for the detail line on the direct voucher.

Office supply restrictions:

- Some items in the distributor's catalog are restricted from agency purchase because they are available on other Blanket Purchase Orders (BPO) or through Michigan State Industries (MSI). If agency requires a restricted item, they should go through their agency procurement staff to procure directly from the BPO contractor or MSI. See procedures 0510.01 -- "Quick Purchase Program" for supplies, materials, equipment and services; 0510.02 -- Procuring commodities - general; or 0510.04 -- Procurement Card - Procuring commodities and services \$1,000 or less.

* * *

Procedure Update: 3-21-97
Procedure 0510.12